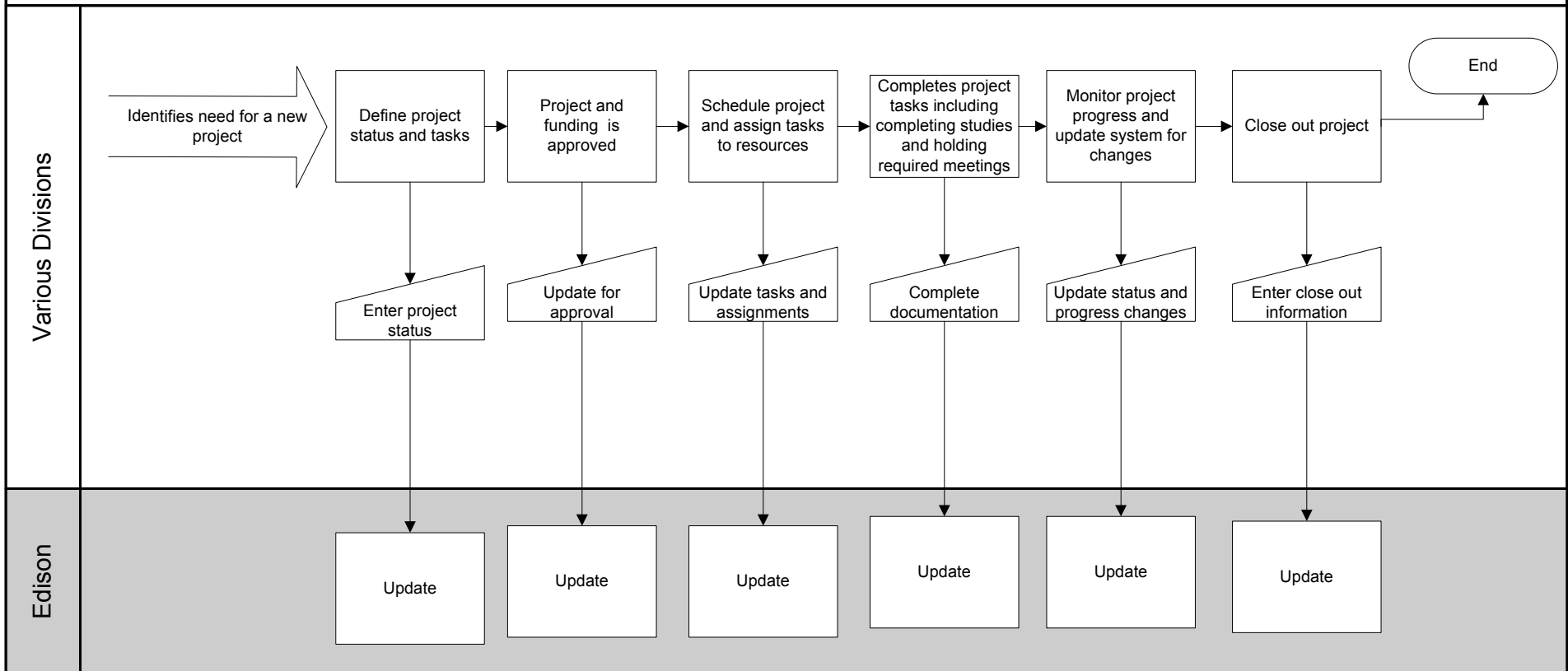


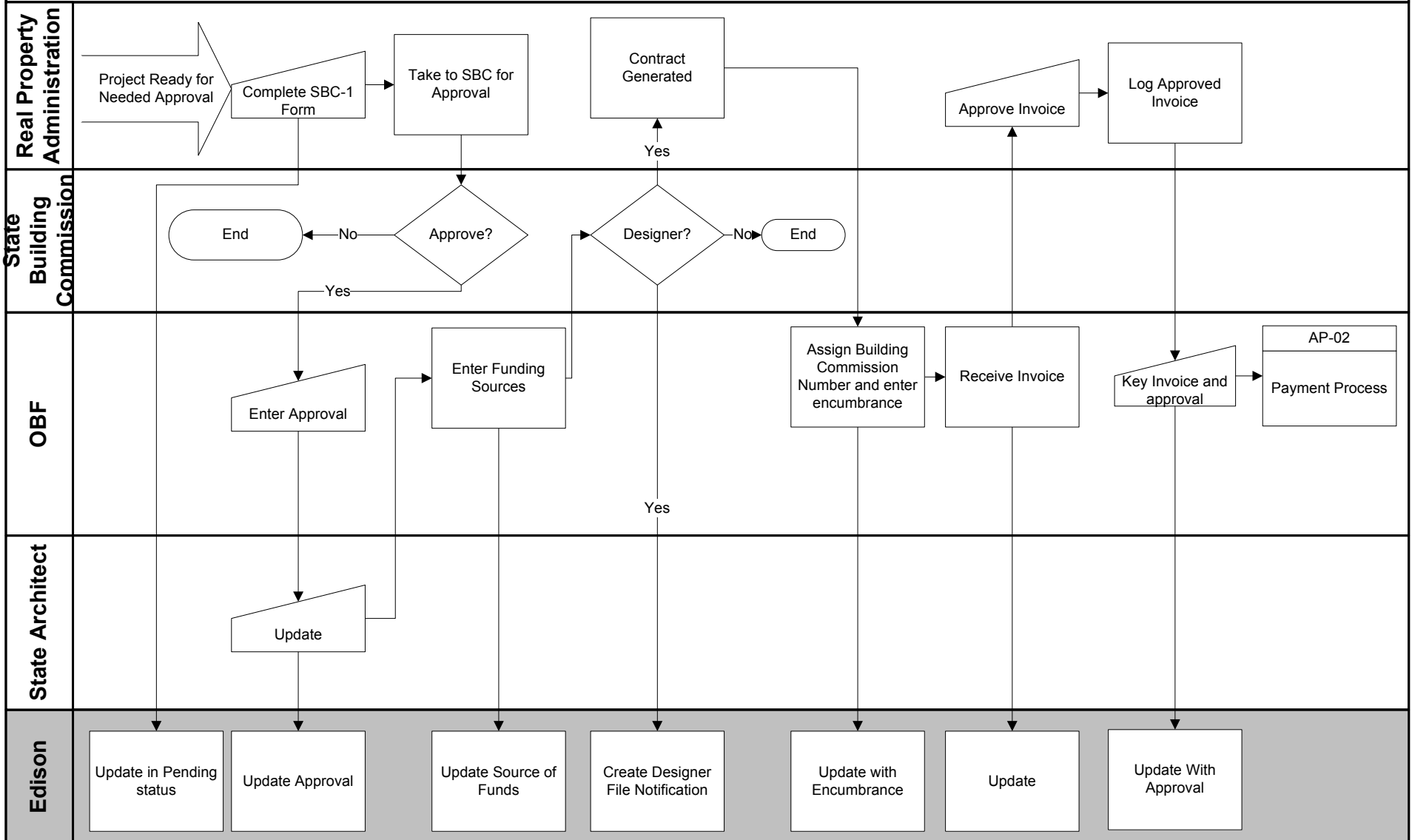
Process : Project Management
Sub-Process: PR-01 Project Management
Prepared By: State of Tennessee ERP Project Team

File: To Be PR-01 Project Management
Date: 10/21/05
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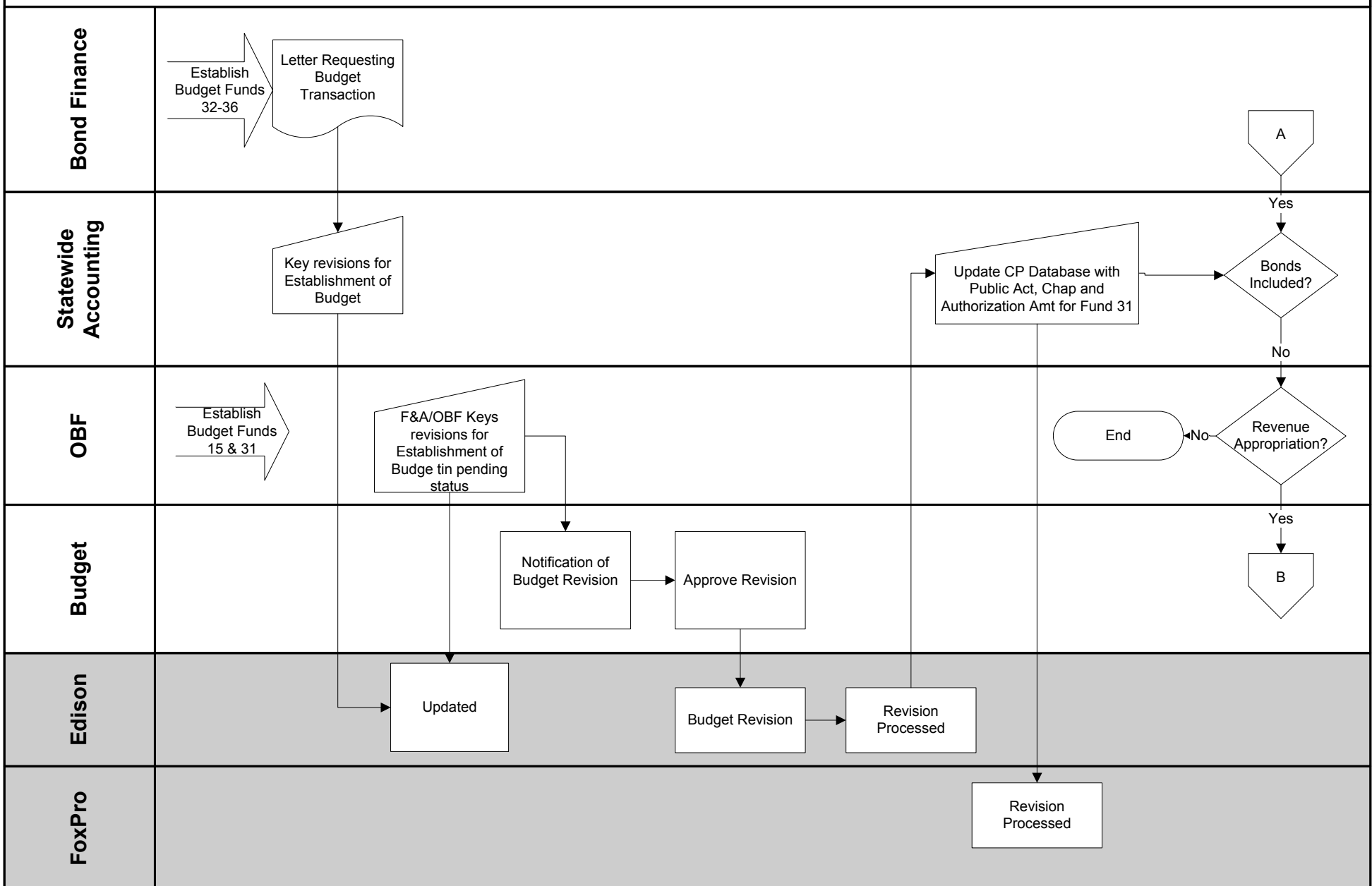
Process: Project Management
Sub-Process: PR-01-1 Project Management -Real Property Administration
Prepared By: Project Edison – State of Tennessee

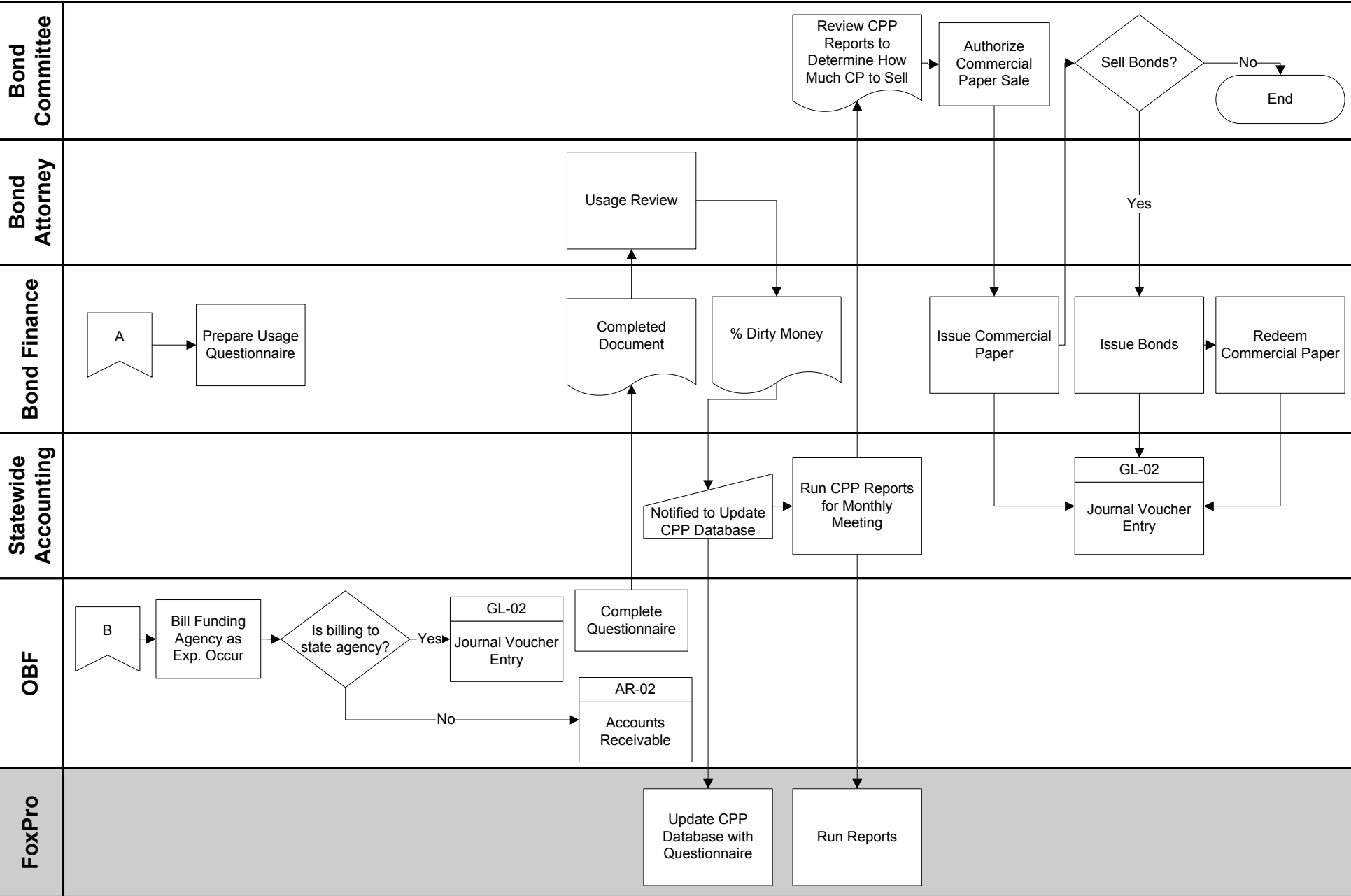
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Process Name: Project Management		Process Identifier: PR	
Sub-Process Name: Project Management		Sub-Process Identifier: PR-01	
Sub-Process Purpose and Objectives: To manage construction projects.			
Sub-Process Description: The Project Management module will be used to help the Department of Transportation, Real Property Administration, and other users with project management needs to manage the projects. The module will be used for scheduling of the various steps involved in the project and tracking progress toward completion of each step. It will use workflow to facilitate the tracking of project progress from one step to the next, especially in the approval stage.			
Agencies submit requests for new capital projects to Real Property Administration in F & A, who enter the request into Edison. Once the State Building Commission (SBC) has approved the project, the approval is entered into Edison. The statuses of the various steps in the design and construction phases of each project are tracked in Edison.			
Tennessee Department of Transportation has two project management systems used in managing Right of Way projects, and Utilities and Railroad projects. These two systems include the ability to schedule and assign resources to the steps needed to complete a project. The data elements used by staff to manage the project completion have been identified and included in the requirements. These two systems may be replaced by Edison depending on capabilities provided in the vendors’ responses.			
Other users will be able to use the system to manage their projects. The users will be able to use the module to plan project tasks, and to schedule resources to the tasks. Project progress will be tracked within the system, and project manager will use this information to monitor project completion.			
Sub-Process Trigger(s): <ul style="list-style-type: none">Request for a project		Key Sub-Process Participants: <ul style="list-style-type: none">Real Property AdministrationDivision of AccountsOffice of Business and Finance (OBF)Department of Transportation	
Inputs:			
Input	Format	Volume/Time	Suppliers
Requests for construction projects	Paper	200 per year	Agencies

Process Name: Project Management		Process Identifier: PR	
Sub-Process Name: Project Management		Sub-Process Identifier: PR-01	
			Agencies
Outputs:			
Output	Format	Volume/Time	Recipients
Construction projects tracked	Electronic	500 per year	OBF, Division of Real Estate Administration
Performance Measures Tracked: :			
Measure		Current Value	Target Value
Timeline on project creation			
Tasks performed in accordance to bond requirements			
Law, Policy, or Statute Site That Govern Sub-Process:			
Law, Policy, or Statute			Change Required (Yes/No)?
Key Assumptions:			
<ul style="list-style-type: none"> PPRM, CMS, PPM with not be replaced 			
Improvements:			
<ul style="list-style-type: none"> Improved reporting capabilities Integrated management of project Project management capabilities not presently available to some agencies 			
Change Management Concerns:		Communication Actions:	
<ul style="list-style-type: none"> Agency staff using the system to track status of request 		<ul style="list-style-type: none"> Training for user agency staffs 	
Eliminated Non-Core Systems:			
<ul style="list-style-type: none"> Project Information Tracking System (PITS) 			





Process Name: Project Management		Process Identifier: PR	
Sub-Process Name: Project Accounting		Sub-Process Identifier: PR-02	
Sub-Process Purpose and Objectives: To account for construction projects			
<p>Sub-Process Description: Funds 32-36 account for the costs of construction projects, which are funded with revenue bonds (funds 32 and 34), general obligation bonds (fund 33), or a combination of state and federal monies (funds 35 and 36). Once the appropriate oversight authority has approved the project, a letter is sent to the Division of Accounts to establish the project and project budget. The expenditures are then recorded against the project as incurred. All of the projects noted above are funded by loan funds, in which the State is reimbursed for the loan and the participant also pays an administrative fee to fund the administrative costs.</p> <p>The Office of Business and Finance also enters revisions for Funds 15 and 31 projects. The Division of Budget approves the budget revisions in Edison. If the project is revenue funded, the appropriate funding source is billed as expenditures occur, unless the project is to be repaid over a period of years.</p> <p>If the project is in Fund 31 and is funded by bonds, then the project name, number, public act and chapter are entered into a FoxPro database to assist in the sale of commercial paper. Commercial paper is sold on an “as needed” basis to fund eligible expenditures using a four-month projection. Projects cannot be included in the projection, bond sales, or commercial paper sales until a usage questionnaire is completed and reviewed by the State’s bond attorney. About once a year, bonds are sold and commercial paper redeemed, and Edison is updated. Again, the commercial paper (CP) database is used to assist in determining the sizing of the bond offering.</p>			
Sub-Process Trigger(s): <ul style="list-style-type: none"> Approval of a project 		Key Sub-Process Participants: <ul style="list-style-type: none"> Bond Finance Division of Accounts Office of Business and Finance (OBF) Budget Division State’s Bond Attorney 	
Inputs:			
Input	Format	Volume/Time	Suppliers

Process Name: Project Management		Process Identifier: PR	
Sub-Process Name: Project Accounting		Sub-Process Identifier: PR-02	
Bond Finance approved construction projects	Paper	200 per year	Bond Finance
Fund 15 and 31 revisions	Electronic	1,500 sequences per year	OBF
Outputs:			
Output	Format	Volume/Time	Recipients
Construction projects tracked	Electronic	500 per year	OBF, Division of Real Estate Administration
Performance Measures Tracked: :			
Measure	Current Value		Target Value
Project created within 24 hours following approval			
Tasks performed in accordance to bond requirements			
Law, Policy, or Statute Site That Govern Sub-Process:			
Law, Policy, or Statute			Change Required (Yes/No)?
None			
Key Assumptions:			
<ul style="list-style-type: none"> Projects will be tracked and managed using Edison 			
Improvements:			
<ul style="list-style-type: none"> Improved Reporting capabilities Improved budgetary control over projects 			
Change Management Concerns:		Communication Actions:	
<ul style="list-style-type: none"> Can system track projects by bond authorization 		<ul style="list-style-type: none"> Train agencies to use system 	

Process Name: Project Management	Process Identifier: PR
Sub-Process Name: Project Accounting	Sub-Process Identifier: PR-02
Eliminated Non-Core Systems: <ul style="list-style-type: none">•	